



PROFESSIONAL STANDARDS IN CHILD NUTRITION PROGRAMS

Summer 2016

Lauren Sciacca
Nutrition Program Specialist
Southeast Region

Josh Kixmiller
Nutrition Program Specialist
Southwest Region

Missouri Department
of Elementary and Secondary Education

Overview

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- ❑ Training Standards
- ❑ Hiring Standards
- ❑ Serving with Success Modules
- ❑ Tracking
- ❑ Q&A



Why Professional Standards?

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- ❑ The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires the United States Department of Agriculture (USDA) to create professional standards for State and local school nutrition program employees. The standards provide education for new school nutrition directors, along with annual training standards for all school nutrition staff. These standards ensure that school nutrition employees have the tools they need to be successful in serving students with safe, creative, nutritious meals.



Professional Standards Goals

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- ❑ To ensure that school nutrition professionals that manage and operate the NSLP and SBP have adequate knowledge and training to meet Program requirements.
- ❑ To improve the quality of school meals, reduce errors, and enhance Program integrity.



Training Standards

- ❑ Job Categories
- ❑ Training Resources
- ❑ Training Topics
- ❑ How to Track



Job Categories

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Starting 16-17 school year the minimum training requirement for each job category has increased.

Job Category	Annual Requirements
Directors	12
Managers	10
Full-Time Staff <20	6
Part- Time Staff >20	4
Hired January 1 st or Later	Half of training requirement

**Substitutes and volunteer staff will NOT be required to complete annual training hours.*



Job Categories: Program Directors

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- ❑ Refers to the local individuals directly responsible for the management of the day-to-day operations of the school nutrition programs for all participating schools under the jurisdiction of the SFA.
- ❑ It is required that new **directors** have at least **8 hours of food safety training** completed no more than 5 years prior to their starting date OR completed within 30 days of their start date.



Job Categories: Program Managers

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- ❑ Refers to those individuals directly responsible for the day-to-day operations of the school nutrition programs for participating school(s).



Job Categories: Program Staff

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- ❑ Refers to local individuals without managerial responsibilities who are involved in routine operations of the school nutrition programs for participating school(s).
- ❑ May include, for example, those individuals who prepare and serve meals, process transactions at point of service, and review the free/reduced price applications.



Job Categories: Shared Responsibilities

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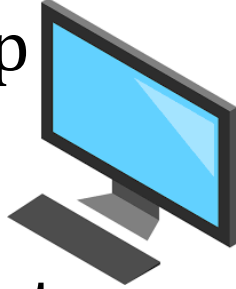
- ❑ Only the person who performs the majority of the program director duties must meet the training standards for program directors. If duties are split evenly, one person needs to be designated as the program director. In both situations, the person not designated as the director must still meet the training requirements for either managers or staff/part-time staff.



Training

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- ❑ Training must be job-specific and intended to help employees perform duties better.
- ❑ Training may be provided in a variety of formats.
 - ❑ conference calls, live or prerecorded webinars, online classes, and in-person training



Training Cont.

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- ❑ Director/Manager who provides training may count it toward annual training hours.
 - ❑ Same training session offered multiple times is viewed as one training activity.
 - ❑ Training sessions offered that address different aspects of a single topic can be considered multiple training activities.
- ❑ In situations where the program manager also performs the duties of a director, the manager must meet the training requirements of a director.



Training Cont.

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- ❑ Effective Date
 - ❑ Training occurring up to three months prior to July 1, 2016 (April 1st- June 30th) will be allowed to count toward training hours for SY 2016-2017
- ❑ Mid-Year New Hires
 - ❑ Anyone hired after January 1 is only required to complete half of the required training hours for their position.



Training Resources

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□ Summer Workshops	5 hours 15 minutes
□ Commodity Expos	3 hours
□ Training Modules	Varied
□ Webinars	Varied
□ In-house Trainings	Varied
□ Conferences	Varied
□ ICN Trainings	Varied



Possibility of Extension

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- ❑ For LEAs with a harder time participating in training activities, there will be the possibility of an extension of compliance over a two year period.
 - ❑ e.g. 20 total hours over the course of two years
- ❑ Excess annual training hours may be carried over to an immediately previous or an immediately subsequent school year.



Training Topics



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- ❑ Nutrition
- ❑ Operations
- ❑ Administration
- ❑ Communications/Marketing



<https://professionalstandards.nal.usda.gov>

Database of Professional Standards Trainings, which lists more than 500 free or low cost training opportunities for school nutrition professionals in a variety of formats.



Suggested Training Topics

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□ Directors

- Administrative practices (including application, certification, verification, meal counting & claiming procedures)
- Food Safety

□ Managers

- Administrative practices
- Identification of reimbursable meals at the point of service
- Nutrition, health & safety standards

□ Staff

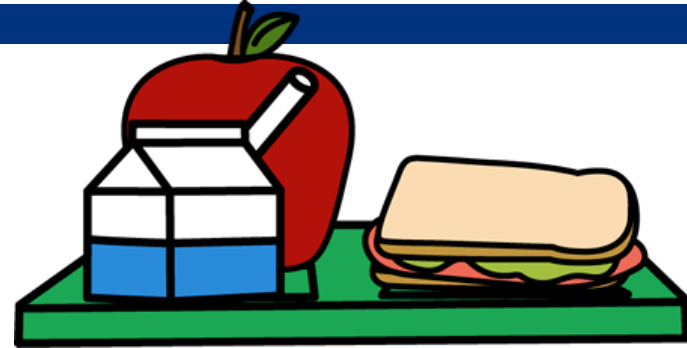
- Free and reduced price eligibility
- Application, certification and verification procedures
- Identification of reimbursable meals at the point of service
- Nutrition, health, and safety standards



Nutrition

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- ❑ Menu Planning (1100)
 - ❑ Nutrition Requirements (1110)
 - ❑ Cycle Menus (1120)
 - ❑ Farm to School, Local Foods (1130)
 - ❑ Standardized Recipes (1140)
 - ❑ Menu Analysis (1150)
 - ❑ Special Diets (1160)
 - ❑ USDA Foods (1170)



Will effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, to meet program requirements.



Nutrition

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❑ Nutrition Education (1200)

- ❑ Nutrition Activities (1210)
- ❑ Classroom and Cafeteria Integration (1220)
- ❑ School Gardens (1230)

Able to utilize resources and integrate age/grade appropriate nutrition education curriculum with the program.

❑ General Nutrition (1300)

- ❑ Dietary Guidelines for Americans, MyPlate and School Nutrition (1310)
- ❑ General Nutrition (1320)

Able to understand the Dietary Guidelines, USDA food guidance concepts and general nutrition principles.



Operations

20

- ❑ Food Production (2100)
 - ❑ Standardized Recipes (2110)
 - ❑ Food Production Records (2120)
 - ❑ Culinary Skills (2130)
 - ❑ Use and Care of Equipment (2140)
 - ❑ CN Labeling, Crediting (2150)



Able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from recipes.



Operations

21

❑ Serving Food (2200)

- ❑ Portion Sizes/Special Diets (2210)
- ❑ Offer vs Serve (2220)
- ❑ Maintaining Food Quality and Appearance (2230)
- ❑ Serving lines (2240)

Able to serve food portions to meet all meal pattern requirements and encourage healthy food selections.

❑ Cashier and Point of Service

- ❑ Reimbursable Meals (2310)
- ❑ POS Financial Responsibility (2320)
- ❑ Free or Reduced Identification (2330)

Able to operate and utilize a POS system, knowing reimbursable meal components, Offer Vs. Serve, and confidential student eligibility identification.



Operations

22

- ❑ Purchasing/Procurement (2400)
 - ❑ Product Specification (2410)
 - ❑ Bid Solicitation and Evaluation (2420)
 - ❑ Purchase Food, Supplies, and Equipment (2430)
 - ❑ Food and Supplies Orders (2440)
 - ❑ Cooperative Purchasing Groups (2450)
 - ❑ Contracts with Food Service Management CO. (2460)



Able to implement purchasing procedures and practices in order to best utilize supplies and USDA Foods to meet menu requirements and comply with all regulations.



23

Able to ensure proper inventory management including delivery and storage of inventory.

Able to utilize all food safety program guidelines and health department regulations.

- [illegible]

Administration

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❑ Free and Reduced Price Meal Benefits (3100)

- ❑ Eligibility (3110)
- ❑ Direct Certification (3120)

Able to certify, process, and verify F/R price meal eligibility benefits. Understand and apply Community Eligibility to eliminate the burden of applications and serve all meals at no charge.

❑ Program Management (3200)

- ❑ Staff Management (3210)
- ❑ Standard Operating Procedures (3220)
- ❑ Healthy School Environment (3230)
- ❑ Emergency Plans (3240)
- ❑ Water, Energy, and Waste Management (3250)

Able to manage staff and resources; prepare for reviews and emergency programs.



Administration

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- ❑ Financial Management (3300)
 - ❑ Meal Counting, Claiming, Managing Funds (3310)
 - ❑ Compliance with Regulation/Policies (3320)
 - ❑ Budgets (3330)
 - ❑ Financial Analysis (3340)
 - ❑ Pricing (3350)
 - ❑ Communicate Financial Information (3360)

Able to manage procedures and records for compliance with Resource Management in accordance with Federal, State, and local regulations.



Administration

26

- ❑ Human Resources (3400)
 - ❑ Human Resources Management (3410)
 - ❑ Policies and Procedures (3420)
 - ❑ Training Plans and Tracking (3430)
 - ❑ Retention, Promotion, and Recognition (3440)
 - ❑ Employee Health, Safety and Wellness (3450)
- ❑ Facilities and Equipment Planning (3500)
 - ❑ Facility and Equipment Planning (3510)
 - ❑ Equipment Purchasing and Maintenance (3520)

Able to implement human resources management practices.

Able to evaluate program equipment and facilities.



Communication

27

❑ Communication and Marketing Training (4100)

- ❑ Strategic and Marketing Plans (4110)
- ❑ Program Promotion (4120)
- ❑ Customer Service (4130)
- ❑ Communication Skills (4140)
- ❑ School and Community Communication (4150)
- ❑ Smarter Lunchrooms Techniques (4160)

Able to develop plans that include involvement with school and community members, empower school nutrition leaders and address excellent customer service.



Keeping Track

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- ❑ The LEA must be able to provide, during administrative reviews, sufficient records of proof that all School Nutrition Program staff are completing their required training hours.
- ❑ Records that list the employee name, employer/school, training title, topic/objectives, training source, dates, and total training hours would be appropriate to demonstrate compliance with training requirements.
 - ❑ USDA Training Tracker
 - ❑ Sign-in Sheet
 - ❑ Certificate of Completion
 - ❑ Other paper documents



Hiring Standards



Enrollment Categories

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❑ Hiring Standards are grouped by LEA enrollment

- ❑ 2,499 or less
- ❑ 2,500-9,999
- ❑ 10,000 or more

If you are the Director for multiple districts, the TOTAL number of students in all your districts combined will determine your requirement category



Hiring Standards by LEA Enrollment

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❑ 2,499 or less

- ❑ Bachelor's Degree in related major; **OR**
- ❑ Bachelor's Degree in any major AND state-recognized certification for school nutrition program directors ; **OR**
- ❑ Bachelor's Degree in any major, AND one year experience; **OR**
- ❑ Associate's Degree in related field, AND one year experience; **OR**
- ❑ High School Diploma (or GED) AND three years experience
 - ❑ LEA with less than 500 may be approved to hire a candidate with a High School Diploma and less than the required experience



Hiring Standards by LEA Enrollment

32

■ 2,500-9,999

- Bachelor's Degree in related major; **OR**
- Equivalent educational experience; **OR**
- Bachelor's Degree in any major AND state-recognized certification for school nutrition program directors ; **OR**
- Bachelor's Degree in any major, AND 2 years experience; **OR**
- Associate's Degree in related field, AND 2 years experience

** Educational experience refers to college credits completed by an individual who does not meet all the requirements for a bachelor's or associates degree*



Hiring Standards by LEA Enrollment

33

- ❑ **10,000 or more**
 - ❑ Bachelor's Degree in related major; **OR**
 - ❑ Equivalent educational experience; **OR**
 - ❑ Bachelor's Degree in any major AND state-recognized certification for school nutrition program directors ; **OR**
 - ❑ Bachelor's Degree in any major, AND 5 years experience



Hiring Standards

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- ❑ Specific majors/areas of concentration include:
 - ❑ Food Service Management
 - ❑ Dietetics
 - ❑ Family & Consumer Sciences
 - ❑ Nutrition Education
 - ❑ Culinary Arts
 - ❑ Business
 - ❑ Other related fields



Hiring Standards for Shared Role

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- ❑ In some SFAs, district-level program responsibilities are divided into several positions, for example, a business manager, an administrative assistant, and principal may all perform duties of a program director.
- ❑ Only the person hired to perform the majority of the duties must meet the hiring standards.



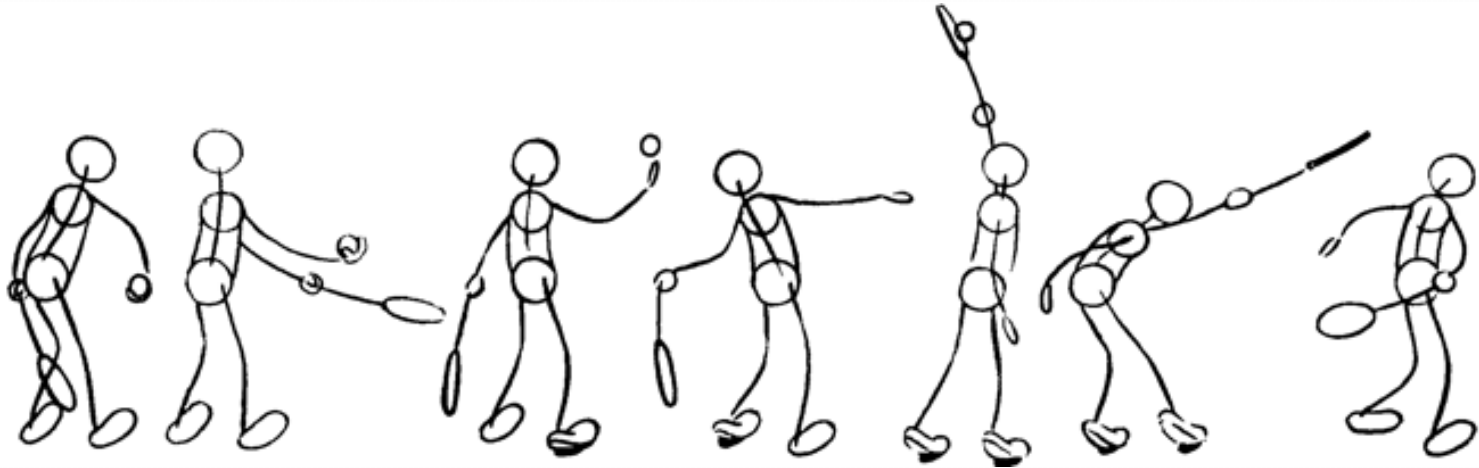
Grandfathering

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- ❑ Final rule allows school nutrition program directors to retain their position without meeting the new hiring standards
- ❑ Grandfathered directors may transfer to another position in an LEA of the same size.
 - ❑ In order to move to a bigger LEA, the grandfathered director must meet the new hiring standards according to the larger LEA size.



Serving with Success Modules



Food & Nutrition Services

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The Food and Nutrition Services Section administers the USDA Food Distribution Program and the following USDA Child Nutrition Programs: National School Lunch Program (NSLP), School Breakfast Program, Special Milk Program, and the Fresh Fruit and Vegetable Program. Under the NSLP, the After School Snack Program and Seamless Summer Option are also available. The programs are operated in public, non-public, and residential child care institutions. The goal of the Food and Nutrition Services Section is to providing safe food and technical assistance to ensure well balanced nutritious meals are served to the students of Missouri.

[Food and Nutrition Services Contact Information](#) 

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 - [Wellness](#)
- [Human Resources](#)

Modules

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Food and Nutrition Services Website → Quick Links →
Serving with Success → Watch Modules!

□ Categories

- Meal Access and Reimbursement
- Special Provisions
- Nutritional Quality and Meal Pattern
- Resource Management
- General Program Compliance
- Other Federal Programs
- Administrative Review



<https://dese.mo.gov/financial-admin-services/food-nutrition-services>



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USDA Training Tracker

(optional)



Professional Standards Training Tracker

Home

Enter Training Information

Delete Training Information

Reports

Exit

This Tracking Tool will assist school nutrition staff with tracking and monitoring all of their training. For additional information on the United States Department of Agriculture's Professional Standards for School nutrition employees, <http://professionalstandards.nal.usda.gov>

Tips and Instructions for the Training Tracker

- Information entered into the Training Tracker is only saved to the computer it is installed on.
- Training information must be saved before going to another tab.
- If you delete an entry from the Training Tracker that was entered as part of a multi-subject training, ALL of the subjects entered will be deleted.
- Training Dates can only be entered for dates in the past.
- Training information that is deleted from the Training Tracker Tool is deleted permanently and cannot be retrieved.
- Information in the Training Tracker Tool is not password protected, and can be accessed by anyone with access to the computer that the Tool is installed on.

Enter Training Information

School Information

School Name	<input type="text" value="School 1"/>	School District	<input type="text" value="District R-I"/>	
Address	<input type="text" value="123 Main Street"/>			
Address 2	<input type="text"/>			
City	<input type="text" value="City"/>	State/Territory	<input type="text" value="State"/>	Zip <input type="text" value="12345"/>

Trainee

Trainee Title *	<input type="text" value="District Director"/>	Trainee First Name *	<input type="text" value="Jane"/>
		Trainee Middle Initial	<input type="text"/>
		Trainee Last Name *	<input type="text" value="Smith"/>

Training

Key Area: *	<input type="text" value="3000 Administration"/>	Key Topics *	<input type="text" value="3200 Program Management"/>
-------------	--	--------------	--

Training Subject *

(Can select multiple)

3210 Staff Management



3220 Standard Operating Procedures

3230 Healthy School Environment

3240 Emergency Plans

Course Title	<input type="text" value="Managing a District"/>	Completion Date *	<input type="text" value="6/1/2015"/>	Length : * Hours	<input type="text"/>
Training Provider	<input type="text" value="Provider"/>			Minutes	<input type="text" value="30"/>
Comments	<input type="text" value="See handout."/>				

Delete Training Records

ID	Trainee Name	Training Date	Training Objective	Learning Area	Subject	
1	Smith, Jane	6/1/2015	3000 Administration	3200 Program Manageme	3210 Staff Management	
2	Doe, John	6/1/2015	1000 Nutrition	1100 Menu Planning	1130 Local Food - Farm to	

File Home Create External Data Database Tools

Views View Paste Copy Cut Format Painter Clipboard

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Refresh All New Save Delete Rec

Find Find Select

Replace Go To Text Formatting



Professional Standards Training Tracker



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Detailed Report Filter Detailed Report Summary Report Filter Summary Report Summary Report By Key Area Filter Summary Report by Key

Back

Detailed Report


Wednesday, June 24, 2015

Descending By Name Ascending By Name Descending By Date Ascending By Date

Trainee Name	Title	School Name	School Address	School District	Key Areas	Key Topics	Training Subjects	Course Title	Training Time	Completion Date	Comments
Doe, John	Manager	School 2	123 Main Street City State 12345	District R-I	1000 Nutrition	1100 Menu Plan	1130 Local Food - Far	Introducing Fres	3	6/1/2015	See folder.
Smith, Jane	District Director	School 1	123 Main Street City State 12345	District R-I	3000 Administrati	3200 Program M	3210 Staff Managem	Managing a Distr	1.5	6/1/2015	See handout.

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Summary Report

[Descending By Name](#)[Ascending By Name](#)**Trainee Name****Trainee Title****Training hours**

Smith, Jane

District Director

1.5

Doe, John

Manager

3

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Summary Report By Key Area

[Descending By Name](#)[Ascending By Name](#)

Trainee Name	Trainee Title	Key Areas	Hours	Total
Doe, John	Manager	1000 Nutrition	3	
				3
Smith, Jane	District Director	3000 Administration	1.5	
				1.5

[Home](#)[Enter Training Information](#)[Delete Training Information](#)[Reports](#)[Exit](#)[Detailed Report](#)[Filter Detailed Report](#)[Summary Report](#)[Filter Summary Report](#)[Summary Report By
Key Area](#)[Filter Summary
Report by Key](#)

Filter Summary Report

Start Date

End Date

Trainee First Name

Trainee Last Name

Trainee Title

Filter

Links to Professional Standards

Resources

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- ❑ USDA website

<http://professionalstandards.nal.usda.gov/>

- ❑ USDA Training Tracker (optional)

<http://professionalstandards.nal.usda.gov/content/professional-standards-information>

- ❑ Tracker Webinar

<https://www.youtube.com/watch?v=X-62mnKPdfU>

- ❑ Tracker User Guide

<http://www.fns.usda.gov/sites/default/files/cn/TT-Users-Guide.pdf>



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[Professional Standards for All School Nutrition Program Employees](#) 


[Final Rule - Professional Standards](#) 

[Guide to Professional Standards for School Nutrition Programs](#) 

[Professional Standards Training Tracker tool](#)

[Professional Standards Learning Objectives](#) 

[Professional Standards Learning Topics with Learning Topic Codes](#) 

SP-38-2016  - Questions & Answers on the Final Rule "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010"

USDA: Track Your Training with the New Professional Standard Training Tool Webinar

USDA Professional Standards Website

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QUESTIONS

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